

<b>Process Name:</b> Payroll		<b>Process Identifier:</b> PY	
<b>Sub-Process Name:</b> Maintain Employee Data		<b>Sub-Process Identifier:</b> PY-1	
<b>Sub-Process Purpose and Objectives:</b> The Maintain Employee Data process is meant to provide updates for employee payroll data.			
<b>Sub-Process Description:</b> The process receives basic employee data from the Maintain Employee Data sub-process of Personnel Admin. Payroll data (deductions, w-4 info, etc.) is maintained for individual employees by the agencies, personnel, and payroll. The data is then passed to the payroll audit process.			
<b>Sub-Process Trigger(s):</b> <ul style="list-style-type: none"><li>• New employee</li><li>• Changes to existing employee</li></ul>		<b>Key Sub-Process Participants:</b> <ul style="list-style-type: none"><li>• Agencies</li><li>• Personnel</li><li>• Payroll</li></ul>	
<b>Inputs:</b>			
<b>Input</b>	<b>Format</b>	<b>Volume/Time</b>	<b>Suppliers</b>
New employee information	Paper documents/Online	300/pay period	Employee/agencies
Employee changes	Paper documents/Online	450/pay period	Employee/agencies
<b>Outputs:</b>			
<b>Output</b>	<b>Format</b>	<b>Volume/Time</b>	<b>Recipients</b>
Personnel master file	Database	45,000 active employees	Payroll users
<b>Performance Measures Tracked:</b>			
<b>Measure</b>	<b>Approx. Value</b>		<b>Target Value</b>
Proposed - % of changes in on time	N/A		N/A

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<b>Laws, Regulations, and Policies That Govern Sub-Process:</b> <ul style="list-style-type: none"><li>• IRS W-4/W-5 regulations</li><li>• All new employees are required to have direct deposit – Tenn Appropriations Bill Section 4.1 item 15</li><li>• F &amp; A Policy 2</li></ul>			
<b>Current Sub-Process Issues/Problems:</b>			
<b>Improvement Opportunities:</b>			
<b>Opportunity</b> <i>Merge cells to link one Opportunity to multiple impacts)</i>		<b>Organizational Impacts</b> <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Maintenance of employee information by third parties for information similar to deferred comp and union dues (credit union, charities, etc.)		Less manual input by Department of Personnel and by personnel/payroll officers in the agencies; culture impact as personnel officers must accept less control of input	C
Payroll remittance advice data can be accessed on-line by utilizing self-service functionality through a web browser or kiosk		Internet access and training may be issues in implementation	C
W-4 data can be accessed and updated by employees on-line by utilizing self-service functionality through a web browser or kiosk		Internet access and training may be issues in implementation; culture impact as personnel officers must accept less control of input; shifting of responsibility for data to participant	
Flexible “lockout” procedures		Shifts responsibility to agencies for data accuracy	C
<b>Applications that Support the Sub-process</b>			
<b>Application Name(s)</b> <i>(Internal name and vendor’s name)</i>		<b>Technology Description</b> <i>(Programming vendor, language, platform, database, etc.)</i>	
SEIS/CZAI		In house developed, COBOL, IBM mainframe, IMS	

